

**USGS Student Loan Repayment Benefit
Flag Sheet Statement**

This employee is receiving student loan repayment benefits. The service agreement expires _____(date). (1) If the employee leaves DOI during his/her service agreement period, the SPO will notify the Payroll Office that the employee must repay the entire gross amount that was paid to him/her. USGS can then begin the process of recouping the entire amount of the gross payments. (2) If the employee leaves for another DOI bureau during the service agreement period, the SPO will inform the DOI Payroll Office to stop making payments and will also notify the gaining bureau that the employee received student loan repayment benefits and USGS should be notified if the employee leaves the gaining bureau during the service agreement period.